

**PRESENT:**

Councillors: A Shelton, R Bird, M Stockwood, J Lewis, G Williams and T Wallace

Officer: J Riddle (Town Clerk)

Members of the Public: 2 Including Councillors J Stockwood and F Purdue-Horan

1. **APOLOGIES FOR ABSENCE**

All committee members were present.

2. **DECLARATIONS OF INTEREST**

Councillor J Lewis declared a non-pecuniary interest in item 9 as a director of Bomberz CIC.

3. **MINUTES**

The minutes of 14 December 2021, Folio 9860 to 9864 were taken as read, approved and signed by the Chairman as a correct record.

4. **UPDATE ON OUTSTANDING DECISIONS AND AGREE FURTHER ACTIONS**

The Committee reviewed the outstanding actions list and the committee noted that Planning Permission had been granted for the Wynhill Pavilion Plans, but the Council were still outstanding the information requested to progress the project. A meeting with the contractor that provided the initial reports for the long stay car park, would be arranged for March to progress project.

5. **ACCOUNTS PAID REPORT TO 28 FEBRUARY 2022**

**RECOMMEND:** that the accounts paid report of £95,235.04 be approved.

6. **BANK RECONCILIATIONS**

The reconciliation reports to 31 December 2021, 31 January 2022 and 28 February 2022 were presented and it was agreed to

**RECOMMEND:** approval the Reconciliation Reports.

7. **BUDGET TO ACTUALS TO 28 FEBRUARY 2022**

The committee noted that the Gator had required emergency expenditure for new tyres which would be reported to the next Full Council meeting and queries were raised in relation to the low expenditure of the staff training budget.

**RECOMMEND:** that the budgets to actuals report was accepted.

8. **THREE YEAR RESERVES PLAN**

The committee reviewed the project list and a request to ask for a re-visit to check the hearing loop was made and it was agreed to:

**RECOMMEND:** that the Humanitarian Aid and Office Accounts Package projects were no longer required, the project support role amount would be a risk management amount and the Community Land Project would be identified under the committee.

9. **FUTURE OF THE COMMUNITY LAND ON CHAPEL LANE**

The Committee considered the aim would be to become the land holder, securing the land for community use. Projects would be driven by the needs of local groups, depending on their aspirations and suitability of the land for the size and space groups require. A professional architect was considered as a way forward to lead on the projects, to encompass the needs of any interested groups that come forward with a requirement. It was agreed to

**RECOMMEND:** to gain quotes for professional services to progress the project and identify the requirements of local groups.

10. **COMMUNITY GRANT AID APPLICATIONS**

(a) Bingham Advice Centre

**RECOMMEND:** that a grant of £700 be awarded to the Bingham Advice Centre

(b) Trent District Community First Responders

**RECOMMEND:** that a grant of £1500 be awarded to the Trent District First Responders

11. **RISK REGISTER**

The committee considered that additional items were required to identify risks surrounding several projects and land already owned by the Town Council like the Cemetery. The Clerk would work on the additional details ahead of the Full Council for consideration and adoption.

12. **INTERNAL CONTROLS**

**RECOMMEND:** that the internal controls be presented to Full Council for approval.

13. **GENERAL RESERVES POLICY (Folio 9896)**

**RECOMMEND:** adoption of the Reserves Policy.

**14. QUOTATION AND OPTIONS FOR THE OLD COURT HOUSE INTERCOM SYSTEM**

The committee considered the report and agreed that extension of the system into the Council Chamber was required. For additional security, cameras and screens to identify visitors was considered and a request was made for this to be added to the quote for consideration.

**15. QUOTATIONS FOR A BUILDING SURVEY OF THE OLD COURT HOUSE**

Two of the quotes had not provided as much detail. It was therefore agreed that further information would be requested prior to consideration.

**16. CORRESPONDENCE**

No correspondence was received.

**17. CONFIDENTIAL BUSINESS**

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960  
PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING  
RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:  
“That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw”

The following matters were discussed:

- Confidential Notes from 14 December 2021

**RESOLVED:** that the notes be approved.

- Warners Paddock

**RECOMMEND:** support for Bingham Heritage Trails Association to plan an archaeological dig

The meeting closed at: 9:23pm

.....CHAIRMAN

Date: .....

RECOMMENDATIONS:

- The accounts paid report of £95,235.04 be approved.
- Approval of the Reconciliation Reports to 31 December 2021, 31 January 2022 and 28 February 2022
- The budget to actual report was accepted
- The three year reserves plan would be altered to delete the Humanitarian Aid and Office Accounts Package projects as they were no longer required, the project support role amount would be a risk management amount and the Community Land Project would be identified under the committee.
- Quotes for professional services to progress the Community Land project and identify the requirements of local groups.
- A grant of £700 be awarded to Bingham Advice Service
- A grant of £1500 be awarded to the Trent District Community First Responders
- The internal controls document be presented to Full Council for approval.
- Adoption of the Reserves Policy.



## Bingham Town Council

### Reserves Policy

#### Introduction

Bingham Town Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves. Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

#### Types of Reserves

Reserves can be categorised as general or earmarked. The Council work to a three-year reserves plan which forecasts the projects (earmarked reserves) and details the general reserve (unallocated).

Any recommendation to set up an earmarked reserve for a project/activity, will be a decision of the Full Council.

#### General Reserve

The Policy, Resources and Major Projects Committee will monitor the level of the General Reserve fund when reviewing the three-year reserves expenditure plan. The General Reserves will also be reviewed during the budget setting process.

The Council will hold sufficient working balances to cover the key risks it faces. With a Net Revenue Expenditure of over £200,000, the Council will hold a General Reserve amounting to 3 months of the Net Revenue Expenditure of the Council. In 2022, the figure held in the General Reserve will be above £77,221 (net budget requirement minus reserves allocation).

If in extreme circumstances, the General Reserve was exhausted due to major unforeseen spending pressures within a particular financial year, the Council will draw down from its earmarked reserves to provide short term resources. The Council would also perform a full review of the key projects at that time.

This Reserves Policy was considered and adopted by Bingham Town Council on .....

Minute Reference: